EEO-1 Reporting Checklist

☐ Determine if company is required to complete the EEO-1 Report.

All private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least $50,000 are obligated to complete and file the report each year.

☐ Determine which form must be completed:

- Single-establishment companies: Standard 100 Form
- Multi-establishment companies: File a separate report for each branch with 50 or more employees. A consolidated report also will need to be completed with all employees who work at branches with fewer than 50 employees.

☐ Ensure self-identification forms and data are available from each employee, along with location and job categories.

☐ Select one (1) pay period within the third quarter (July, August or September) of the current survey year to complete the EEO-1 Report.

☐ Complete the EEO-1 Online Application at https://egov.eeoc.gov/eeo1/eeo1.jsp. First-time filers will need to register at https://egov.eeoc.gov/eeo1/register.jsp prior to completing the EEO-1 Report.

☐ List all employees by location, job category and then by ethnicity, race and gender.

☐ Complete a quick check for accuracy of employment data:

- **Single-establishment companies:** The sum on Line 10, Column A, Section D - Employment Data, **must** equal the sum of Line 10 for Columns B-K.
- Multi-establishment companies: The total sums indicated on the Headquarters Report, Establishment Report(s) and/or Establishment List (locations employing fewer than 50 employees) **must** equal the employment sums indicated on the Consolidated Report or EEOC Form 352B.

☐ File EEO-1 Report online by September 30.

☐ Retain records for at least one year from the date of the making of the record.